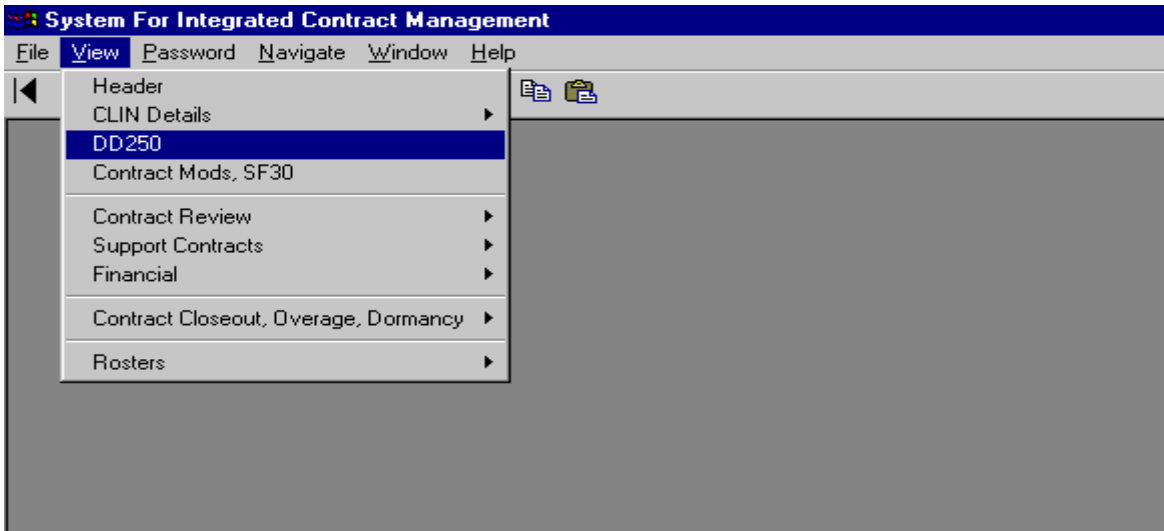


Chapter 4



DD250

4.0 DD250 Material Inspection and Receiving Report



DD 250 Material Inspection Receiving Report

The purpose of the DD250 (Material Inspection and Receiving Report) Screen is to allow the user a method by which to enter shipments or deliveries against CLINS previously entered through the CLIN Details screen. This action liquidates the Quantities Ordered in the CLIN Details Order Tab and is displayed in the Quantity Accepted field located in the CLIN Details Footer. DFARS Appendix F prescribes procedures for the completion of the DD 250. The screen is designed to follow the flow of the DD 250 Form, and the fields are numbered to correspond to the block numbers on the DD250 Form.

The screen is designed with both a Header and a Delivery Table.

The system will automatically save the Header information entered, as the user tabs through the last Header field.

After selecting the appropriate CLIN from the selection list, and entering the quantity shipped, the system will calculate the remaining CLIN balance, and will force a save of the delivery data as the user tabs through the remaining Delivery Table fields.

Fields marked with an * require an entry. Input Screens with mandatory fields indicated should not be, and in some cases cannot be SAVED without the required data being entered.

4.1 DD250 Screen

[illegible]

Note: The screen field numbers correspond to the DD Form 250 block numbers.

1. PIIN*, SPIIN, and/or Support No. - Enter or select from the selection list, the appropriate number.

2. Shipment Number* – Enter or select from the selection list, the DD 250 Number corresponding to the shipment (in Blk 2 of the DD 250). Refer to Section 4.2 for the DD250 selection list screen view. For initial shipment entry, the DD250 number must be input corresponding to the shipment number on the DD 250. If this is a corrective DD 250, the original DD 250 must be selected from the DD 250 Selection List and the data associated with the correction must be edited to reflect the correct information.

3. Invoice Number/Date - Enter invoice number, if applicable from Blk 6 of DD 250.

4. Inspection Point* - Enter S (Source) or D (Destination) or select from the drop down menu, the appropriate code.

4.1 DD250 Screen (continued)

5 . Acceptance Point* - Enter S (Source) or D (Destination) or select from the drop down menu, the appropriate code from Blk 8 of the DD 250.

6. Date Shipped* - Enter the actual/estimated date the material was shipped from Blk 3 of the DD 250.

7. B/L - Enter Bill of Lading number, if applicable from Blk 4 of DD 250.

8. TCN - Enter the Transportation Control Number if applicable from Blk 4 of DD 250.

9. Discount Terms - System generated, if applicable from Blk 5 of DD 250.

10. Prime Contractor Code - System populated from the data entered on the Contract Header screen. This code should correspond to Blk 9 of DD 250.

11. Administered By Code - System populated from the data entered on the Contract Header screen. This code should correspond to Blk 10 of DD 250.

12. Shipped From - System populated from the data entered on the Contract Header Screen. This code should correspond to Blk 11 of DD 250.

13. Payment Will Be Made - System populated from the data entered on the Contract Header Screen. This code should correspond to Blk 12 of DD 250.

14. Date Inspected –Enter the date the items were inspected from Blk 21 of the DD 250.

15. Date Accepted – Enter the date the items were accepted from Blk 21 of the DD 250.

16. Date Signed* - Enter date signed by QAR (in Blk 21 of the DD 250).

17. QAR Code*- Input your standard DLA User ID (three alpha – four numeric) or select from the selection list provided.

18. QAR Name – System generates based on the User ID input.

19. Ship To Code* - Enter Ship to Code using the selection list provided. Enter a 6-digit alpha/numeric Ship to Code. If a code is being entered for the first time, select **View – Rosters - Ship To** screen to enter the data.

Note: DD250s are entered at the “Ship To” Level.

4.1 DD250 Screen (continued)

20. Mark For Code – Enter Mark for Code using the selection list provided. Enter a 6-digit alpha/numeric Mark for Code. If a code is being entered for the first time, select **View – Roster – Mark For** screen to enter the data.

***Note:** The system does not accommodate multiple “Mark For” Codes.*

21. Item No.<4> – To enter a CLIN, enter the CLIN Number or select the Button Bar above the CLIN field. If the Item Button Bar is selected, the CLIN No. selection list will appear. Refer to Section 4.2 for the CLIN No. selection list screen view. Select the appropriate CLIN which corresponds to Blk 15 of the DD 250 for the shipment you are entering.

22. Project No - This field is populated from the Project No. field if an O and M CLIN was selected in the CLIN Details Header screen.

23. Action No - This field is populated from the Action No. field if an O and M CLIN was selected in the CLIN Details Header screen. The corresponding Action No. must be initially input through the O and M Action screen. Refer to Chapter 3, Section 3.9, O and M Actions (Overhaul and Maintenance).

24. Received Quantity - Enter quantity shipped from the Blk 17 of the DD 250.

25. CLIN Balance – System generated based on the difference between the quantity ordered in the CLIN Details Order Tab Screen and the Received Quantity shipped.

26. Title Date - This date reflects when the Government takes Title of the property being shipped, and is based on the FOB Point. The system will generate the Title Date from the Acceptance Date for Source Acceptance shipments, and will leave blank for Destination Acceptance shipments. This field can be populated when the Acceptance Date for a Destination Acceptance shipment is known.

***Note:** To enter the Title Date for Destination Acceptance shipments, when known: Open DD 250 screen view, select the appropriate PIIN by entering or selecting from the PIIN selection list, and select the appropriate Shipment Number from the DD 250 selection list. Mouse click into the Date Accepted field. An Info Message will appear: “Editing Existing DD 250 Header Record” - click OK, enter date, and then depress the Enter Key to accept the data into the field. Mouse click into the Title Date field. An Info Message will appear: “Editing Existing Delivery Records!” - click OK, enter date, and then depress the Enter Key to accept the data into the field. A Confirmation Message will appear: “Editing this Delivery Record?” click Yes. This will SAVE the updated DD 250 Header and Delivery Record.*

4.1 DD250 Screen (continued)

27. Fuels Delivery – Select from the drop down menu, one of following options which corresponds to the method of transportation for fuel shipments only:

Tanker/Barge, Rail/Truck, or Pipeline

Note: The DD 250 screen is SAVED as the user tabs through the last field of each Delivery Table row that is entered.

After a DD250 record is SAVED, the user may:

1) Enter additional DD 250s on the same contract by placing the cursor in the Shipment No.* field and hitting F5, or the Clear All Icon. All saved fields associated with the previous DD250 will be **cleared** from the view, except the PIIN, SPIIN, and Support No. field and the other system populated fields associated with that contract. Then start entering the next shipment record.

2) Enter additional DD 250s on a different contract by selecting a new contract from the PIIN Selection List, and refreshing the screen by pressing F9 to bring in all related data associated with that contract. Then start entering the shipment record.

How to Delete a DD 250 Record:

To Delete a DD 250 Record, simply place the cursor in the Shipment No.* field and use Shift F2 to delete the record. This deletion action will also delete all the associated Delivery Record information that had been previously entered and saved.

Note: If the user is attempting to delete a Shipment that has already had a Voucher entered into the system against it, the system will disallow the deletion and will display the following STOP (X) Message:

“ A Voucher for this Shipment No. has been entered into the System. Deletion is not allowed.”

4.1 DD250 Screen (continued)

How to Edit a DD250 Record:

1. Delete (using shift F2) the delivery record entry line (from the delivery table located on the DD250 screen) of the DD250 record that is being edited.
2. Open the CLIN Details screen for the CLIN associated with that delivery, and adjust the Order Qty.

Note: If a Schedule exists for the associated Order, it must ALSO be ADJUSTED.

3. Edit and re-save the existing DD250 with the correct delivery record entry for "Accepted Qty".

Variation 1 - If the associated contract is already in a 1593 Status:

1. First remove the Contract from a 1593 status, by deleting the 1593 date.
2. Complete all steps to edit a DD250 record.
3. Re-enter the DD1593 date and save. This will return the Contract to a 1593 Status.

Variation 2 - If a Voucher has been entered against the associated DD250:

1. First delete each Voucher Detail line from the Voucher Screen using Shift F2 (refer to Section 8.6)
2. Delete the Voucher Header using the Voucher Delete Utility (refer to Section 13.7)
3. Complete all steps to edit a DD250 record.
4. Re-enter the associated Voucher document.

4.2 DD250 and CLIN No. Selection Lists

The main window is titled "Material Inspection and Receiving Report". It contains various input fields for shipment details, including PIIN, SPIIN, Support No, Invoice Number/Date, Insp. Point, Accept. Point, Shipment No., Date Shipped, B/L, TCN, Discount Terms, Prime Contractor, Shipped From, Date Inspected, Date Accepted, Administered, Payment, Date Entered, Date Signed, and QAR Code. A table with columns Item, Proj, Act, Accepted Quantity, Clin Balance, and Title Date is also present. Arrows indicate the flow from the "Shipment No." field to the "CLIN No. Selection" window and from the "Title Date" column to the "DD250 Selection List" window.

CLIN No. Selection

Clin No.	Proj. No.	Action No.	Type
0001	1	1	1

DD250 Selection List

Shipment No.	Date